



Planning & Development • 10770 West Oakland Park Blvd. • Sunrise, FL 33351 • 954.746.3270

PRECONSTRUCTION MEETING CHECKLIST

FOR PROJECTS OUTSIDE OF THE CITY'S BOUNDARIES

The following is a list of items that **MUST be on file in the Planning & Development Department **PRIOR** to scheduling a Preconstruction Meeting:**

Project Name	Project No.	Date
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Developer Permit executed by both parties

As applicable, letters permitting construction from:

BCPHU _____ EXP _____

DPEP Waste Water _____ EXP _____

Issuance of Final Engineering Plans.

Submission and approval of five (5) sets of Shop Drawings, signed and stamped by both the Engineer of Record and the Licensed Underground Contractor. This applies to sewer installation only.

Submission and approval of five (5) sets of Lift Station Drawings, signed and stamped by both the Engineer of Record and the Licensed Underground Contractor.

Submission and approval of five (5) water Products Lists (letter form), signed and stamped by both the Engineer of Record and the Licensed Underground Contractor. List **MUST** conform to the City of Sunrise Approved Products List, and must be submitted using supplied format. Submit catalog cuts for substitutions only.

The Underground Contractor **MUST** furnish copies of his/her license, Broward County Occupational License, Certificate of Competency, Certificate of Insurance, Liability Insurance, proof of Workers Compensation, and State Registration or Certification as an Engineering Contractor.

A copy of the executed agreement between the Developer or General Contractor and the Underground Utility Contractor indicating the cost of construction (breaking down water, sewer).